

- **Belmont Warrant Committee Meeting Minutes**

- **FINAL**

- **October 10, 2012, 7:30 p.m.**

- **Chenery Community Room**

- Present: Chair Lynch; Members Allison, Baghdady, Brusch, Dash, Epstein, Grob, Libenson, Manjikian, McLaughlin, Sarno; Selectman Rojas; School Committee Representative Slap

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- Members Absent: Helgen and Millane

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- Chair Lynch called the meeting to order at 7:30 pm. He distributed a *Guide to Sound Fiscal Management for Municipalities* and Member Allison summarized the handout.

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- ***Approval of Minutes***

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- The committee approved the 9/26/12 minutes, with two abstentions.

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- ***Minuteman Update – October 16<sup>th</sup> School Committee Meeting***

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- Chair Lynch announced that the Minuteman School Committee meeting is on October 16, 2012 and that Belmont's letter to Minuteman is on the agenda.

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- ***Open Meeting Law (OML) Presentation – Adam Dash***

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- Member Dash provided an overview of the OML. He also reviewed meeting posting requirements and meeting minutes.

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- ***Preliminary FY14 Forecast (Review and Update)***

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- Mr. Kale discussed the preliminary FY15 forecast, indicating that free cash should be certified by the end of October and that an independent audit will be completed by the end of the calendar year. He said there is a pension actuarial study underway.

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- Member Allison asked when the available revenue and new pension numbers would be available. Mr. Kale replied that he should have the pension numbers in about a month and revenue projections should be available by mid-November.

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- Member Brusch asked about the budget calendar. Chair Lynch said he would speak with the moderator. Member Allison said that the town and schools need a firm number to budget to sooner rather than later.

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- ***Communication with Town Meeting***

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- Chair Lynch said he wanted to get a sense if the WC would like to continue with various past communication practices with TM, including the TM budget update letters, attending precinct caucuses, and conducting Warrant Briefings.

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- Member Libenson asked if the WC has ever solicited TM's feedback on the WC report. Member Bruschi said not formally, but the WC has requested and received informal feedback.

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- Member Grob noted that Member Allison has, in the past, run an introduction for new TM members that was well received. More than 90% of newly elected TMM's attending, taking the opportunity to understand the issue upon which they would be voting.

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- There was a consensus that the WC should continue to send TM budget updates, attend precinct caucuses, and conduct Warrant Briefings.

### ***Major Cost Drivers and Possible Financial Analysis Initiatives***

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- Chair Lynch asked for feedback on whether the WC should analyze a major cost driving issue, such as compensation, pension liability, regionalization, or structural reform.

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- Member Libenson wondered whether the subcommittees could more thoroughly analyze some of the topics. Member Baghdady asked if the BOS was considering studying any of these issues. He said that it might make sense to analyze one of the topics, if requested by the BOS. Selectman Rojas said the Board would evaluate these cost drivers but would appreciate the WC's input and expertise.

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- Member Sarno said that the Ed Subcommittee is considering looking more closely at the issue of compensation, including the impact of staff turnover on cost projections. He indicated, however, that these are town-wide issues.

### ***Subcommittee Planning and Best Practices Discussion***

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- Chair Lynch said that questions are often raised with department heads in the fall before the budget is presented. He suggested that the WC subcommittees review recommendations made in the WC report last year as a starting point. Member Sarno said that this has been an ongoing process on the Ed Subcommittee.

### ***WC Report Template – Preliminary Review of FY13 Report***

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- Member Allison presented a handout regarding the WC Report Template developed from the WC's self-evaluation conducted last June.

- Chair Lynch reviewed each section of the FY13 Warrant Committee Report to obtain feedback. The WC discussed various sections of the FY13 WC Report working to finalize the template for the FY14 report. Chair Lynch indicated that this would be an ongoing process.

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- ***Updates: Board of Selectman, School Committee, Planning Board***

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- **School Committee:** SC Rep Slap distributed and summarized a handout showing FY13 first quarter expenditures. At the moment, she said, the numbers look to be on track, with no surprises. She noted that the revolving accounts and activities fees show only a snapshot at this time. Several detailed questions were asked.

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- Ms. Slap said that the Superintendent would put together an advisory group to address the issue of rising class sizes. In addition, she indicated that SC would vote in the future on whether to transfer land for a new library site. She said that the SC would have a meeting to discuss the search for a new Superintendent.

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- **Board of Selectmen:** Selectman Rojas noted that the Inclusionary By-Law amendment is currently being drafted. A revised RFP for Woodfall Road has been issued. The CPA has \$2M available in this round and is currently accepting applications. The CPA committee is vetting the applications it has received. He said that there is an RFP out for the Underwood Pool renovation/relocation, which relates to the land transfer for the library.

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- **Planning Board:** Member Baghdady indicated that the Planning Board had nothing new to report.

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- ***Public Contributions***

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- There were no public contributions.

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- ***Adjournment***

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- Member McLaughlin moved to adjourn at 9:09 pm.

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- Submitted by Lisa Gibalerio  
WC Recording Secretary